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JAMES M. HOLLY
CHIEF OF STAFF

MEMORANDUM

To: ARRA Stabilization Fund Recipient Agencies

From: Stimulus Oversight Task Force

Date: December 21, 2009

Subject: Documentation for Drawing Stabilization Funds 09-04

State Fiscal Stabilization Funds for your agency were drawn down by the Governor's Office and State Treasurer's office on October 5, 2009, from the US Department of Education based on the July 1 to September 30, 2009, expenditures you reported to the Stimulus Task Force. If you have not already complied with the instructions detailed in the attachments to this e-mail that you previously received, your agency needs to complete the Notification and Certification and Payment Request Form for the amount of dollars appropriated to your agency in Part III of the 2009 Appropriations Act and return to Paul Jarvis in the State Treasurer's Office before December 31. Furthermore, you need to comply with Assurance #6 in the "Assurances" attachment and reclass expenditures from July 1 to September 30 that were used to drawdown funds from US Department of Education into the proper stimulus subfund expenditure account before year end. Your ARRA 1512 reporting must be based on the expenditures that were the basis for the draw down from the US Department of Education, not what uses are made of those reimbursed funds after receipt. This accounting is required in order to comply with Federal guidelines on ARRA. We have also been notified as a State that we have the responsibility to report any internal control or reporting deficiencies to the OIG.

If you have questions, please contact:

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